United Nations

Secretariat

29 March 2017

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human R esources Management

Subject: **Announcement of the 2017 staffing e xercises for the Information and Telecommunication Technology Network and the Political, Peace and Humanitarian Network**

1. The new staff selection and managed m obility system, governed by Secretary-General's bulletin ST/SGB/2016/2, entitled "Staff selection system and managed mobility system", and adm inistrative instruction ST/AI/2016/1, entitled "Staff selection and managed m obility system", took effect at the Secretariat on 1 January 2016. The first job network to make the transition to the new system was the Political, Peace and Humanitarian Network. The phased implementation, according to job network, will continue until all networks have made the transition to the new system.

Information and Telecommunicatio Technology Network

2. The Information and Telecommunicati Technology Network is the second job network to have made the transition to the new system, effective 25 March 2017. Pursuant to ST/AI/2016/1, the filling of vacant positions and the placement under managed mobility of staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service category in the Information and Telecommunication Techno gy Network will be managed through periodic staffing exercises.

3. Staff members in the Information and Telecommunication Technology Network may continue to apply to vacant p job openings advertised under the pro ST/AI/2010/3, entitled "Staff selection syste

4. The provisions of ST/AI/2010/3 will Information and Telecommunication Tech before 24 March 2017.

* The present circular, which supersedes ST/IC/201 3/3, will be in effect until further notice.

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5. The provisions of ST/AI/2016/3 will also continue to apply to job networks that have not yet made the transition to the new system. Staff members in those job networks may also apply to vacant positions in the Information and Telecommunication Technology Network.

6. Staff members can determine the job network to which they belong by visiting the United Nations human resources portal, at https://hr.un.org/staff-member-info/umoja, and following the instructions on the page.

Filling of vacant positions in the Information and Telecommunication Technology Network

7. All vacant positions in the Information and Telecommunication Technology Network available for one year or longer will be advertised through job openings in Inspira during the 2017 staffing exercises for that network. The staffing exercises are tentatively scheduled to commence in May 2017 and November 2017, in accordance with the provisions of part I of ST/AI/2016/1.

Placements under managed mobility of staff members in the Information and Telecommunication Technology Network

8. Participation in a managed mobility exercise will be on a voluntary basis for the first year that a job network makes the transition to the new system.

9. Staff members in the Information and Telecommunication Technology Network who have served the minimum position occupancy limit, as stipulated in section 1 of ST/AI/2016/1, and who meet the eligibility requirements stipulated therein may participate in the managed mobility exercise for that network for 2017 by expressing their interest through Inspira.

10. Staff members in the Information and Telecommunication Technology Network will be able to express their interest in participating in the managed mobility exercise for 2017 as follows:

(a) The exercise is tentatively scheduled to commence on 12 July 2017. Staff members in the Information and Telecommunication Technology Network may choose to take part in the exercise through Inspira from 12 to 25 July 2017 (midnight, Eastern Standard Time);

(b) Staff members who choose to participate in a managed mobility exercise may opt out only before the circulation of the compendium. Once participation has been confirmed, staff members may be placed in any suitable position within the exercise;

(c) Staff members who meet the requirements outlined in paragraph 10 above

11. The placement of staff members, both for the purposes of [illegible] Placement of staff members, other than a temporary appointment, in accordance with section 16.1 of ST/AI/2016/1.

(d) Pursuant to section 15.7 of ST/AI/2016/1, staff members who are placed through managed mobility shall not retain a lien on the position that they vacate following their placement to a new position;

(e) Staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service category are encouraged to familiarize themselves with the provisions of ST/SGB/2016/2 and ST/AI/2016/1, which contain the applicable procedures for the vacancy and managed mobility exercises. Staff members are also encouraged to avail themselves of relevant learning courses on the new system, offered by the Office for Human Resources Management.

Political, Peace and Humanitarian Network

Filling of vacant positions and placement under managed mobility of staff members in the Political, Peace and Humanitarian Network

12. The staffing exercises for the Political, Peace and Humanitarian Network, which made the transition to the new system in 2016, will continue in 2017. Considering that the Political, Peace and Humanitarian Network is in its second year of implementation under the new system, staff members in the Network who have served the maximum position occupancy limit stipulated in section 4 of ST/AI/2016/1 will be subject to mandatory movement in accordance with section 16.2 of the above-mentioned instruction.

13. Detailed information on the staffing exercises for both the Information and Telecommunication Technology Network and the Political, Peace and Humanitarian Network are provided on the human resources portal, at https://hr.un.org/page/mobility.

United Nations ST/IC/2017/15*

Secretariat

10 April 2017

Information circular**

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Education grant and special education grant for children with a disability — advances and education grant travel requests for the school year in progress on 1 January 2018**

I. General provisions

1. In its resolution 70/244, the General Assembly approved, upon recommendation by the International Civil Service Commission (see A/70/30), a revised education grant scheme. In the same resolution, the Assembly decided that the revised scheme would apply to the school year in progress on 1 January 2018.

2. The purpose of the present circular is to inform staff members who will be eligible to receive an education grant or a special education grant for children with a disability of the conditions under which requests for advances for education grant and special education grant and related travel will be processed for the school year 2017/18.

II. Education grant advance

3. Staff members who will be entitled to the education grant under the revised scheme and required to pay all or a portion of the school fees prior to the beginning of the school year may apply for an advance against their entitlement. They should do so by completing form P.45 (Request for payment of education grant and/or advance against education grant) (see annex).

4. With effect from the school year in progress on 1 January 2018, an education grant advance will be payable in relation to primary, secondary and post-secondary education up to the end of the school year in which the child completes four years of post-secondary studies or attains a first post-secondary degree, whichever comes first.

5. Pursuant to the revised scheme approved by the General Assembly in its resolution 70/244, the following expenses will be considered in the computation of the advance for the school year in progress on 1 January 2018:

* Reissued for technical reasons on 19 April 2017.

** The present circular is in effect until further notice.

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(a) Tuition for full-time school attendance;

(b) Enrolment-related fees;

(c) Mother tongue tuition;

(d) Capital assessment fees.

6. The advance will be set at 75 per cent of the expenses listed above and up to a maximum of $30,566, after deduction of any scholarship, bursary or similar grant, where applicable. However, the advance may be prorated based on the period of eligible service of the requesting staff member.

7. No advance shall be payable with respect to boarding expenses.

8. The request for advance must be accompanied by invoices or other official documentation from the educational institution attesting to the school fees, including enrolment, tuition, full board, if applicable, and any other expenses charged by the school, as well as any scholarship, bursary or similar grant.

9. After the advance is requested, and if the anticipated admissible educational expenses become lower, it is incumbent on the staff member by virtue of staff regulation 1.2 (b) to report that fact promptly so that the amount of the advance may be adjusted and any excess payment recovered.

10. A request for an advance may be submitted prior to or within four months after the beginning of the school year.

11. When there is a claim for the school year 2016/17 or for 2017, as applicable, the request for the advance should be presented in part IV of form P.45 together with form P.41 (Certificate of attendance and costs and receipt for payments) and all other supporting documents in respect of the claim for the previous school year, in accordance with the provisions of information circular ST/IC/2014/12/Rev.1.

12. No advances will be authorized for subsequent school years until previous education grant advances have been cleared by settlement of the relevant education grant claim or repayment of the advance previously authorized.

13. An advance that is not cleared by settlement of the relevant education grant claim will be recovered from the staff member's salary. Any advance will be considered as due from the staff member until the corresponding education grant claim is settled or recovered from the staff member's salary. Recovery from staff members will take place automatically three months after the end of the academic year for Headquarters staff and four months after the end of the academic year for staff in all other duty stations. Similar arrangements will be made for staff members who are not on the Headquarters payroll. For staff members who are separating from service, recovery will take place on separation.

14. Advances are payable in United States dollars at all duty stations except Geneva. For staff members whose duty station is Geneva and whose school fees are in Swiss francs, the advance will be payable in Swiss francs, as is the practice for emoluments. For those Geneva staff members whose school fees are in a currency other than Swiss francs, the advance will be payable in United States dollars. In all cases, the advance will be recorded in United States dollars.

III. Special education grant advance

15. Staff members who will be entitled to a special education grant and required to pay all or a portion of the school fees prior to the beginning of the school year may apply for an advance against their entitlement. They should do so by completing form P.45.

16. The special education grant advance will be processed according to the provisions of section II above, except for the following:

(a) For the purpose of computing the special education grant advance, the expenses required to provide an educational programme designed to meet the needs of the child with a disability so that he or she may attend the highest level of functional ability will be considered. These expenses may include:

(i) Charges for teaching or training services;

(ii) Other costs or fees directly related to the educational programmes that are not optional or related to extracurricular activities;

(iii) Expenses for special equipment for educational purposes if not covered under health insurance;

(iv) Expenses incurred for local transportation required for the child with a disability.

Capital assessment fees will also be included in the computation of the advance;

(b) The advance will be set at 100 per cent of the expenses listed above, up to a maximum of $40,600, after deduction of any scholarship, bursary or similar grant, where applicable. However, the advance may be prorated based on the period of eligible service of the requesting staff member. The request for advance must be accompanied by invoices or other official documentation from the educational institution attesting to the school fees, including enrolment, tuition, full board, if applicable, and any other expenses charged by the school, as well as any scholarship, bursary or similar grant.

IV. Education grant travel

17. As of the school year in progress on 1 January 2018, education grant travel will be payable only to staff members who will be in receipt of assistance with boarding expenses in respect of a child in primary or secondary education.

V. Final provisions

18. The provisions of paragraphs 3 to 12 of information circular ST/IC/2014/12/Rev.1 are superseded by the present circular.

Annex

UNITED NATIONS NATIONS UNIES

REQUEST FOR PAYMENT OF EDUCATION GRANT AND/OR ADVANCE AGAINST EDUCATION GRANT

INSTRUCTIONS: All applicants must complete Part I and Part II of this form. Applicants for Payment of Education Grant must complete Part III. Applicants for Advance against the Education Grant must complete Part IV. Submit the original to your Human Resources Officer.

Instructions for Part III, Textbooks (for the school year 2016/17 or 2017 as applicable): Textbook expenses may be claimed only in respect of the school year 2016/17 or 2017 as applicable, if textbooks were not provided free of charge. If so, select one option — fixed amount or actual amount spent. If actual amount spent option is selected and the amount is greater than the fixed amount (i.e. $210 at the primary level, $420 at the secondary level and $840 at the post-secondary level), attach form P.41/C completed by the educational institution and provide relevant receipts if the books were not bought through the school bookstore.

Instructions for Part IV: Request for education grant advance: for each child, attach documentation to substantiate the amount requested. The following expenses will be considered: tuition for full-time attendance, enrolment-related fees, mother tongue tuition and capital assessment fees. For 2017/18, the advance is set at 75 per cent of these expenses, up to a maximum amount of $30,566.

Request for special education grant advance: for each child, attach documentation to substantiate the amount requested. Note that admissible expenses are the expenses required to provide an educational programme designed to meet the needs of the child with a disability so that he or she may attend the highest level of functional ability. The advance is set at 100 per cent of these expenses, plus capital assessment fees, up to a maximum of $40,600.

REQUEST AND CERTIFICATION

I request an advance against the education grant for the school year to ; AND/OR claim the education grant for the scholastic year to as shown in Parts III and IV of this form. I understand that there is no obligation to make payments ahead of the schedule established by the school and that this advance will be recovered from my salary if the required documentation is not submitted.

I have disclosed all scholarship(s), bursary or similar grant(s) in respect of the child/children. I have not claimed expenses related to textbooks if textbooks were provided free of charge. I understand that, if anticipated costs on the basis of which the advance was granted become lower, I am required to notify the Organization promptly.

I certify that the statements made by me, and the information provided by me on this form and the attached documentation are true and complete to the best of my knowledge and belief; and that no other education grant is being paid in respect of the child/children for the periods indicated.

I understand that in accordance with ST/AI/2011/4,[1] paragraph 9.2: staff members must retain all required original documentation for five years and must be ready to provide that documentation to the Office of Human Resources Management or the Office of Internal Audit Oversight Services upon request, within 30 days for monitoring purposes. Failure to do so will result in the immediate recovery of monies and the discontinuation of benefits, and could result in disciplinary action.

Signature of Staff Member: ..... Date: _____ _____
(dd/mm/yyyy)

***Please note that for the claim to be valid, it must be submitted on a double-sided form.**

P.45-E (4-17)

[1] As may be replaced by a new administrative instruction on the subject.

UNITED NATIONS		REQUEST FOR PAYMENT OF EDUCATION GRANT AND/OR ADVANCE AGAINST THE EDUCATION GRANT					
II. Staff Member: ***Follow instructions on page 1. Parts I and II must be completed.***							
Last Name of Staff Member	First	Mid. Initial	Index No.	Level	Dept. or Div.	Ext.	Room No.
Type of Appointment	Expiry Date	Entrance on Duty Date (d/m/y)		Home Country	Duty Station		Type of U.S. Visa

Child's Name			
Date of Birth (d/m/y)			
Name of School or University attended			
Location of School (City, Country)			
Level of Instruction (Class or Grade)			
III. Request for Education Grant			
School Year (From – To)	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year
Child attended School (From – To)	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year
Actual Cost (Attach P.41 and/or other receipts)	Currency and amount	Currency and amount	Currency and amount
Textbook Cost: Elect one option. Read instructions on page 1.	Check box for OR Specify Amount fixed amount ☐ US$	Check box for OR Specify Amount fixed amount ☐ US$	Check box for OR Specify Amount fixed amount ☐ US$
Tuition in Mother Tongue (Attach P.41/A)	Currency and amount	Currency and amount	Currency and amount
Other Private Tuition	Currency and amount	Currency and amount	Currency and amount
IV. Request for Advance against the Education Grant or Special Education Grant			
School Year (From – To)	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year
Education grant (paras. 5-8 of ST/IC/2017/15 refer) or special education grant (para. 16 of ST/IC/2017/15 refers)	US$	US$	US$

FOR OFFICIAL USE OF OHRM

School Location	DUTY STN. ☐ HOME CTRY ☐ OTHER CTRY ☐	DUTY STN. ☐ HOME CTRY ☐ OTHER CTRY ☐	DUTY STN. ☐ HOME CTRY ☐ OTHER CTRY ☐
Admissible Cost			
Maximum Entitlement (if prorated)			
Advance requested in Part IV authorized			
Staff member entitled as above. For the ASG, OHRM: (Print Name & SIGN)			Date:

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